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MEMORANDUM FOR: Executive Officer, Office of Personnel

SUBJECT: Annual Report of Progress and Program
Plans PLANS STAFF

REFERENCE: Memo from D/Pers, subject as above, dated
11 July 1956

Attached is the annual Progress and Plans Report
for the Plans Staff covering the period from 1 July 1955
through 30 June 1956.

for  25X1A9a
Chief, Plans Staff

Attachment:
Annual Progress and
Plans Report

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REPORT OF PROGRESS AND PROGRAM PLANS

SECTION I. Progress and Accomplishments During Period From 1 July 1955
Through 30 June 1956

A. GENERAL SUMMARY

Summary of Plans Staff Activities and Accomplishments During Period From
1 July 1955 through 30 June 1956.

1. Two procedural changes have taken place during the report period concerning the development of regulatory issuances. The Divisions of the Office of Personnel have been requested to draft a number of these issuances for coordination by the Staff. It is considered that this has aided the process, especially insofar as the development of technical data and procedures are concerned. Additionally, two or three different procedures for development of a Deputy Director (Support) position relative to Agency issuances have been tried in an effort to provide better issuances and to reduce overall coordination time. These procedures have not been issued long enough to judge their effectiveness.

2. Plans Staff members participate in and/or chair the following working groups, in addition to temporary working groups concerned with specific projects, for the development and coordination of personnel management policies and procedures:

Reemployment Rights Committee - Chaired by a Civil Service Commission official

Employment Policy Committee - Chaired by a Department of Labor official

Agency Document Procurement Committee - Chaired by an OCR official

Agency Social Security Working Group - Chaired by a Staff member.

3. The production of the Staff, which resulted primarily from priorities levied upon it, included the following for the report period:

a. Processing of all regulations in the area for which Office of Personnel has responsibility;

b. The coordination and review of legislative proposals referred from the Legislative Counsel and the preparation of comments thereon;

c. The provision of staff assistance, as required, in the preparation of staff studies, regulations, notices, analysis of legislation and other material for the consideration of the CIA Career Council;

d. The processing of implementing regulations required by the enactment of new legislation, or, the revision or amendment of regulations required by changes in public laws;

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e. The consideration and handling of Agency notices expiring during this period in cognizance of the requirements that material, the substance of which is of permanent nature, be published in Agency regulations;

f. The processing of replies to memorandums received by the Office of Personnel which were forwarded to this Staff for handling;

g. The review, coordination, and preparation of comments on non-personnel regulations of the Agency;

h. The review and evaluation of employee suggestions on subjects concerned with personnel administration;

i. Research to substantiate or develop Office of Personnel policy or advice on miscellaneous questions received from Operating Officials;

j. Support to the Office of the SSA/DD/S(Personnel) in the coordination of personnel regulatory issuances and policy statements in the DD/P area.

4. In addition to the work performed in accordance with externally levied priorities and assignments, the Staff initiated basic personnel issuances.

B. SPECIFIC ACCOMPLISHMENTS

The specific areas in which this Staff contributed during the report period are described in the following paragraphs.

1. Fitness Report

The revised Fitness Report program was installed early in 1956 with the publication of [REDACTED] Guide for Completing Form 45: Fitness Report. The installation, use and processing of the new form required numerous conferences to clarify questions resulting from the new program. The procedures for machine recording of Fitness Report data required revision. The Staff assisted in developing revised methods for recording this information. The Staff also assisted the Assessment and Evaluation Staff, Office of Training, in formulating and developing procedures for the research to determine the effectiveness of the report; for evaluating employee working traits and capabilities; and for evaluating Part II, Potential, of the report as a management tool.

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2. Alignment and Suspense Controls of Regulatory Issuances

The Staff established a suspense control system covering Agency notices which are required periodically to facilitate orderly publication and dissemination of this material. [REDACTED] were reviewed and verified with appropriate Staff and Division Chiefs to determine their current applicability. Those found to be no longer necessary were rescinded. Certain regulations were renumbered and re-arranged into Sections

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of regulations to include new subjects. Studies were prepared to reflect the status of regulatory material in the [REDACTED] Existing portions of the CFR's were reviewed for incorporation into appropriate new issuances.

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3. Military Personnel

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[REDACTED] was revised to include procedural and criteria changes concerning tours of duty for military personnel detailed from the Armed Services for assignment with the Agency. Also, issuances are being revised or developed covering per diem and allowances for military personnel.

4. The Federal Voting Assistance Act of 1955 (P.L. 296, 84th Congress)

A Staff representative attended briefing sessions held in the Department of Defense so that the Agency could devise procedures and publish instructions to administer the Federal Voting Assistance Act Program. A draft book dispatch, containing instructions to acquaint overseas personnel with their privileges under the law, was forwarded to DD/P for dispatch to field installations.

5. Incentive Awards Program

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A new issuance, [REDACTED] Honor and Suggestion Awards, which incorporates both the Honor Awards and the Incentive Awards programs, was prepared by this Staff under the supervision of DD/Pers/PD. It was approved by the CIA Career Council and authenticated by the DCI. Notices announcing the Director's appointment of Agency officials to serve on the committees in accordance with the provisions of [REDACTED] were processed for publication.

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6. Social Security

Extensive efforts have been made in cooperation with the Comptroller, Office of Security, Office of General Counsel and Central Cover Branch to [REDACTED]

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7. CIA Legislation

The Staff has supported, with justifications and analysis of proposals, the efforts of the Agency legislative liaison officials and the Career Council to have provided necessary legislation. Major efforts in this area were justifications for removing the "Territories and possessions" limitation of our current authorities in P.L. 110 and an analysis of the Foreign Employees Personnel Bill.

8. Travel

Two new travel issuances were developed by the Staff. One deals with travel of dependents of employees for education and the other covers processing of employees traveling to field stations. Additionally, a member of the Staff participated in a number of meetings, called by the Office of Logistics, concerned with travel issuances.

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9. Language Incentive

The Staff assisted in the development of two training regulations designed to provide for the development of increased language competence in the Agency. These issuances are now in Agency coordination.

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10. [REDACTED]

A survey of personnel management at [REDACTED] in cooperation with the Office of Training lead to the development of a new delegation of authority paper for that command and a personnel operating plan.

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11. Employee Emergencies

A headquarters regulation giving guidance in employee emergencies was finalized and the [REDACTED] issuance coordinated.

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12. Allowances

The initiation of a group of regulations in the allowance field and the realignment of all allowance regulations into a consecutive series in the Agency regulatory system was substantially developed during this period. In addition to the evident desirability for comprehensive regulatory coverage in this area, the development of these regulations will also effect rescission of [REDACTED] in accordance with the program for that purpose. In addition to the regulations developed in this area, it was necessary to develop an interim Agency regulation covering the Home Service Transfer phase of the omnibus standardized allowances regulation to provide coverage until the basic regulation is published.

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13. Tables of Organization

The Plans Staff participated with other interested divisions of the Office of Personnel in the development of a new conceptual approach to the Agency's T/O structure to include staffing and development complements. A definition of ceiling for staff employees and staff agents was also completed. Development continues on the establishment of a T/O control system for contract employees on which a contract employee ceiling can be based.

14. Details

As a result of a long outstanding objective and in order to comply with the program for the rescission of [REDACTED] issuances were developed which, together with the regulation on Detailed Military Personnel, provide complete regulatory coverage for all categories of detailed personnel. Three separate regulations were developed covering the detail of Agency personnel within the Agency, the detail of Agency personnel to other organizations and the detail of personnel from other organizations.

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15. Retirement

It was necessary to revise the headquarters [REDACTED] regulations and prepare OP instructions on retirement in order to reflect changes to the basic laws governing the Federal retirement system. In addition, procedures for the

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advance notification of employees approaching the mandatory retirement age were also modified in these revisions. Headquarters [REDACTED] notices were also prepared and forwarded for preliminary coordination with the Offices of the General Counsel and the Comptroller on the retention of Civil Service Retirement coverage by the continuity of service rule.

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16. Pay Administration

Several sections of the basic regulation on Pay Administration were developed and processed to the Regulations Control Staff for Agency coordination during this period. These sections cover Longevity Step Increases, Wage Administration Step Increases, the Settlement of Compensation Differences, and a revision of Period Step Increase Section. Agency notices were also prepared to announce higher entrance salary rates for Medical Officer and scientific and engineering positions, as a result of Civil Service Commission action.

17. Recruitment

A staff study was prepared concerned with the employment of personnel on provisional clearance which was approved and resulted in the publication of an Agency notice which established controls for the hiring of provisionally cleared clerical and professional personnel. The regulation on the recruitment and employment of draft eligible personnel was also completed and processed for coordination.

18. Hours of Work

After extensive development and informal coordination over a long period, the basic headquarters [REDACTED] regulations on hours of work were processed to the Regulations Control Staff for Agency coordination. This is a very comprehensive regulation and has been very thoroughly considered by the offices primarily concerned. It is expected that, due to the thoroughness in the preparation of this regulation, any comments received will be such that they can readily be resolved.

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19. Leave

The development of the [REDACTED] regulation on Leave was completed during this period, the headquarters regulation having been published for some time. Additional headquarters [REDACTED] regulations were developed as a result of a decision of the General Counsel limiting the establishment of suspended leave accounts. Two changes to the headquarters [REDACTED] regulations were also processed which respectively provided that absences in excess of three work days must be supported by a medical certificate and the other was concerned with the computation of the period of continuous service abroad.

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20. Compensation

The comments received from the coordination of the Employee Compensation Benefits regulation required extensive rearrangement and redrafting. This regulation is now presented in two sections, the first covering injuries which are incurred in the performance of duty and adjudicated under the Federal

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Employees Compensation Act, and the second concerned with the handling of illnesses or injuries which are incurred by overseas employees in the line of duty and which are processed under P.L. 110.

21. Processing and Records

Several changes to the regulation and handbook on personnel regulations and reports were completed. They involved a clarification of suspension for physical security reasons and provide for the institution of the modified version of the SF-50 for authentication of actions for personnel paid from confidential funds. Issuances were also processed which will serve to establish an effective control on the handling of Official Personnel Folders.

22. Separations

The regulations on separation actions were amended to include procedures for handling marginal cases, substantive material previously published in Agency notices, and to cover and clarify other situations which developed subsequent to the publication of these regulations. They included provision for interviews, by the Office of Personnel, of personnel considering resignation; a clarification of procedures to be followed in the event of abandonment of position action is indicated; review of separation actions by the employee's Division or Staff Chief in the DD/I or DD/S area or by the Branch Chief in the DD/P area, as appropriate, in order to bring the problem of employee turnover more sharply in focus to officials who might be able to deter resignations of capable employees and a provision which would provide for the delivery of Form 21 by separating employees to the appropriate Payroll Office of the Office of the Comptroller. There was also an amendment which adopted a recommendation suggested by the Inspector General.

23. CIA Career Council and the Career Services

Two primary developments in this area occurring during this period were the development of a comprehensive regulation covering the policy, responsibilities, and procedures for the administration of the Junior Career Development Program, and the processing of an Office of Personnel Memorandum on individual career development. Additionally, several changes were processed involving responsibilities of Career Service Heads and the assignment and use of Career Service Designations. The approval by the Director of the staff study on the new assignment and promotion policy also required a change to the basic Career Council and Career Services regulation to authorize the Heads of Career Services, Boards, and Panels to assign a designation to positions under their jurisdiction.

24. Employee Services

Activity in this area was primarily concerned with the review, revision and reissuance of Agency notices involving State and Federal Income Tax, the U.S. Savings Bond Program, the Consolidated Charities Fund, the Potomac Recreation Association, financial assistance available to employees, and insurance.

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25. Employee Conduct

The regulation on Employee Conduct is set up in two sections. The second section was processed for coordination during this reporting period. It is concerned with the Indebtedness of Agency Personnel. The development of the first section, which deals with those aspects of employee conduct closely related to employee-work and employee-supervisor relationships, is nearing completion.

26. Overseas Personnel

Following the development of a staff study, which was approved by the Director, concerning the execution of an agreement by personnel assigned overseas which would restrict their subsequent foreign residence, an Agency notice and foreign residence agreement was prepared and forwarded for publication. Also, a new draft of the overseas tour regulation was prepared with the Executive Officer, Office of Personnel, and forwarded.

27. Assignment and Promotion

This Staff participated in the formulation and development of policy studies which resulted in a change in Agency assignment and promotion policies. This Staff also participated in a proposed revision of the assignment and promotion regulations required to implement these changes.

28. Other

Among other assignments completed during this reporting period are the following:

a. The preparation of Agency notices announcing the assignments to key positions and the participation of employees in the welcoming ceremonies for foreign dignitaries.

b. The preparation for reissuance of instructions to Operating Officials and employees concerning place-of-employment questions posed by public school districts in nearby Virginia and Maryland.

c. Consultation with the Agency Emergency Officer in the development of an Agency notice regarding the participation of Agency employees in State and local civil defense pre-emergency training programs.

d. Agency notices on military per diem and the status of military reservists were also processed for coordination and publication respectively.

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SECTION II. Program Plans for the Period From 1 July 1956
Through 30 June 1957

A. The primary objective for the Staff in the area of regulatory issuances will be to complete as many of the projects currently in the Agency pipe-line as possible. This effort may require the withdrawal of some of the proposed issuances as being of low priority. In other cases, the material will be drafted or redrafted, as appropriate, in the form of handbooks for greater ease in coordination. In some instances, the regulations will be substantially abbreviated so that they may primarily serve the purpose of supplementing existing Government regulations.

B. It is contemplated that the Staff will have a considerable amount of proposed legislation to review, analyze and comment upon during this period. In addition to legislation for the Agency, specifically, legislation affecting the Foreign Service, retirement, pay, medical benefits, insurance, allowances and many other important subjects is anticipated.

C. Additionally, activity will no doubt continue in the area of developing the personnel management program to fit the requirements of the Agency in relation to rotation, reassignment, promotion, personnel evaluation, employee benefits, etc.

D. It is anticipated that the Staff will to an increasing extent undertake to prepare memorandums to Operating Officials and others for the purpose of providing guidance concerning Agency personnel problems and in the handling of problems as they arise or are indicated.

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SECTION III. Program Plans for the Period From 1 July 1957
Through 30 June 1958

In the regulatory issuance field, continued efforts to overhaul and streamline the Agency directive system as it applies to personnel management will constitute a major area of activity. It is anticipated that further developments in legislation, particularly that pertaining to the Agency, will require implementation through new or revised issuances. Additional effort should be made to survey the results of new policies and procedures effected during the recent period to provide increased effectiveness in management. Increased capabilities for developing, transmitting, and recording personnel information will require additional planning and evaluation relative to routine and emergency operations.

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